



STATE OF INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

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TO: All Local Unit Officials

FROM: Bruce Hartman, State Examiner

RE: Release of the New Gateway Annual Report

DATE: December 22, 2011

The State Board of Accounts is pleased to announce that the new Gateway Annual Report will be available January 3, 2012 at 9 am EST. Starting this year, the Gateway will be the only means of submitting your Annual Report. An Annual Report submitted by any other means or in any other format WILL NOT BE ACCEPTED.

You can access the Annual Report via the same link that you used for the Budget. Be sure to follow this link and note the "s" in the https – that means it is a secure site.

<https://gateway.ifionline.org/login.aspx>

You will also login using the same User Name (your e-mail address) and password as you used for the Budget.

In the meantime, there are some steps you can take prior to January 3rd to prepare for submitting your Annual Report.

1. Make sure you have a User Name and password for Gateway. If you submitted a Budget via the Gateway you already have a User Name (your e-mail address) and a password. If you didn't submit a Budget and haven't yet received your User Name and password please send an e-mail to us at annualreport@sboa.in.gov using your official e-mail address and we will establish a Gateway account for you.
2. Once you have your User Name and password, log into Gateway as a check. The Annual Report option will not work until January 3rd, but you can click on "Help" to get a PDF version of the User Guide. The User Guide can also be accessed without logging on to the Gateway at the following link.
<https://gateway.ifionline.org/guides/afrguide.pdf>
3. Review the User Guide, which will familiarize you with the way the system is organized and how the screens look.
4. Review the FAQs (Frequently Asked Questions) which are included as an Appendix to the User Guide. These are a combination of questions and answers relating to the use of the Gateway and about the Annual Report itself.
5. Prepare your financial information that will be needed to enter the information. Please see question 23 of the FAQs for more detail.

There are three sources for getting help with the Gateway Annual Report depending on the type of question.

1. Accounting type questions should be directed to the SBoA Office Supervisor for your type of unit. See the following link for Office Supervisor contact information: <http://www.in.gov/sboa/2443.htm>.
2. Technical issues such as server error messages or problems saving data should be directed to the Indiana Business Research Center (IBRC) at ibrctech@iupui.edu.
3. Other questions regarding the Annual Report should be sent to annualreport@sboa.in.gov.